EAC Discretionary Grants: An Overview

Discretionary Grants at EAC

1. The Application Process

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1. The Application Process

1. Contact the EAC Grants Office (view last slide for contact information) to receive updates and notifications about funding opportunities.

2. Visit EAC.gov and Grants.gov for published Notice of Funding Availability (*Notice*).

3. Send an email to EAC stating your intent to apply by the specified date in the *Notice*. (*This is not required, but it helps EAC better plan the review of applications*)

4. Visit the Federal Standard Forms page of the EAC website to download required forms.

5. Submit application by deadline.

2. Tips for Successful Applications

Successful applications have:

- ✓ Well defined partnerships
- ✓ A strong needs statement
- ✓ Emphasis on program implementation <u>and high quality material development</u>
- ✓ <u>A cost effective approach to the problem</u>
- ✓ <u>A focus on sustainability</u>
- ✓ A focus on EAC priorities

3. Resources for Applicants

- Grants.gov

- Review previous NOFAs on EAC website for ideas

- EAC Guide to College Poll Workers

- Review profiles of prior successful applicants on EAC website

- Review FAQs

4. Selection Criteria

In awarding grants under this *Notice*, EAC will consider:

- Program Design (50%)
- Organizational Capacity (35%)
- Budget/Cost Effectiveness (15%)

PEER REVIEW SCORING
Program Design (50%)
The soundness, relevance, and creativity of the applicant's two-year plan. (10 points)
The applicant's approach to measuring achievement of outcomes and how data collected will be used to modify and improve strategies, products and services. (10 points)
The applicant's approach and expertise in using innovative solutions to implement new, or expand existing efforts to increase the number of college poll workers. (10 points)
The extent to which the proposed program takes into account information found in EAC's *Guidebook for Recruiting College Poll Workers* (10 points)
The scope of the project including the number of targeted college poll workers. (10 points)

Peer Review Scoring Cont.
Organizational Capacity (35%)
Demonstrated relationships/partnerships with relevant State and local entities needed to make the project successful. (10 points)
Ability to manage a federal grant as evidenced by previous grants experience. (10 points)
Experience with managing volunteer recruitment efforts including experience working with handicapped populations, as appropriate for the proposed program model; (10 points)
Experience of the organization and staff as evidenced by brief staff biographies and other past organizational successes. (5 points)

Peer Review Scoring Cont.
Budget/Cost-Effectiveness (15%)
Cost-effectiveness of the proposed activities in relation to the scope of the project (e.g. number of schools, voting precincts and students voting). (5 points)
Clarity and completeness of the budget and budget narrative. (5 points)
Cost sharing identified by the applicant. (5 points)

5. Practical Tips for Applicants

- Review funding *Notice* carefully
- Call us often with your questions
- Organize application in same way as the funding *Notice*
- Pay close attention to <u>selection criteria</u>
- Clearly describe and substantiate partnerships
- Make sure the scope of the application makes sense for the amount of funds being requested

6. Grantee Responsibilities

- Follow and adhere to:
  - Award Terms and Conditions
  - OMB Circulars
- Submit reports on time
- Grants Management

Regulatory Requirements Provide The Guidance And Foundation For Your Financial Management Systems

OMB CIRCULAR REQUIREMENTS

STATE REQUIREMENTS

GRANT PROVISIONS

AWARD LETTER

GRANT PROGRAM

Award Terms and Conditions

Review award terms and conditions for information on the use of funds, funding restrictions, use of materials, and other requirements

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Circulars for State and Local Governments

- OMB Circular A-102: Uniform Administrative Requirements for Grants and Other Agreements with State and Local Governments
- OMB Circular A-87: Cost Principles for State, Local and Indian Tribal Governments
- OMB Circular A-133: Audits of States, Local Governments, and Non-Profit Organizations

Circulars for Educational and Non-Profit Institutions

- OMB Circular A-110: Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- OMB Circular A-21: Cost Principles for Educational Institutions
- OMB Circular A-122: Cost Principles for Non-Profit Organizations
- OMB Circular A-133: Audits of States, Local Governments, and Non-Profit Organizations

To view the OMB Circulars click on the link below:

http://www.whitehouse.gov/omb/circulars_default

Program Reporting

Progress reports.

- Narrative analysis of the budget report, explaining differences between budgeted and actual activities and costs by funding source;

- Progress towards performance measurements;

- Discussion of any problems observed or experienced and recommended solutions.

Financial Reports. SF-425, *Federal Financial Reports* (FFRs)

Final Reports. The award recipient is required to submit a final report that is cumulative over the entire award period. Generally, the final report is due within 90 calendar days after the close of the grant.

The frequency of reporting depends on the grant program and will be specified in your award terms and conditions

Key Elements of Grants Management

- All staff are familiar with documentation requirements for Federal grants

- All expenses have supporting documentation that directly relates to expense to the grant

- Organization has proper record retention policy

- Documentation supports expenditure requirements: reasonableness, necessity, allocability, allowability, and adherence to grant guidelines

QUESTIONS…

General: **HAVAfunding@eac.gov**

Help America Vote College Program:
HAVACollegeProgram@eac.gov

Help America Vote Mock Election Program:
MockElections@eac.gov